



2017-2018 DUES REPORTING FORM

Date _____ PTA District/Region _____

Local Unit Name _____

School Name & Address _____

Local Unit President _____

Treasurer Name _____ Phone _____

Treasurer Address _____

Number of PTA Members _____ @4.50 each = Total Paid _____ Office Use Only Check # _____

*Our policy is to issue no refunds or make any adjustments on dues payments that have been processed.
THERE IS A \$25.00 FEE FOR ANY RETURNED CHECK.*

Mail to: Illinois PTA, P.O. Box 907, Springfield, IL 62705-0907

Important Dates

The local unit treasurer should complete and return an original copy of the 2017-2018 DUES REPORTING FORM remittance with each payment. Additional payments should be made monthly accompanied by a completed form.

No Later than September 30th

Dues payment for membership monies collected in July, August, and September.

October 1

Deadline for first payment of state and National portion of dues @ \$4.50 per member to the state office. Payment must be in the state office postmarked no later than October 1st.

January 1

Dues payment for additional members collected since December 1st. Units not submitting any dues by this date are considered delinquent and will be dropped from the mailing list.

February 1

Dues payment for additional members collected since January 1st. Units must submit a dues payment by this date to be eligible to receive delegate credentials and convention registration information.

March 1

Send in Membership Awards Form along with dues payment for additional members collected since February 1st.

June 25

Your final membership payment must be postmarked by June 25th.

The Illinois PTA is required to notify the Internal Revenue Service of a unit whose dues are unpaid. That PTA will be removed from the Illinois PTA non-profit tax-exempt group listing.